

**General Assistance Program
Sample Work Plan Template**

Tribe: Oat Flat Tribe

Region: 9

Work Plan Period Begin 10/1/09 End: 9/30/10

Work Plan Component 1: Tribal EPA Staff Training

Primary Capacity Area Developed (check one):

Legal__ Enforcement/Compliance__ Technical ☒ Communication__ Administrative__ Solid/Hazardous Waste Implementation__

Environmental Outcome(s):

1. Build Tribal environmental protection capacity through technical training and certification activities.
2. Maintain or improve current knowledge and expertise of environmental protection rules, regulations, techniques, tools, and best practices.

Intermediate Outcome(s) (this work plan period):

1. Environmental Technician will acquire knowledge and obtain certification to operate a solid waste transfer station.
2. Increase technical knowledge and effectiveness in the following areas: program management, water, air, and solid waste.
3. Establish a network between tribes, states, counties, and education facilities.

Measure:

1. Increased knowledge and capability will be measured by receipt of certificates and credentials as identified in the outputs and deliverables column.

ESTIMATED COMPONENT COST: \$ 30,726

ESTIMATED COMPONENT WORK YEARS: .4

COMMITMENTS		CAPACITY AREA	ESTIMATED COST (optional)	END DATE	OUTPUTS AND DELIVERABLES
1.1	All staff will attend the annual GAP workshop (meet with project officer during the training)	Administrative	\$2,200	3/31/10	<ul style="list-style-type: none"> • Copy of certificate of completion, photo documentation of training, summary report in quarterly report, agenda
1.2	Environmental technician will attend EPA sponsored Clean Water Act, Section 106 training	Technical	\$1,000	9/30/10	<ul style="list-style-type: none"> • Copy of certificate of completion, photo documentation of training, summary report in quarterly report, agenda • The environmental tech will attend 20 hours of 106 training
1.3	Environmental Director and Technician will attend the Northern Arizona University, Institute for Tribal Environmental Professionals (ITEP) "Introduction to Air Quality" training	Technical	\$500	7/31/10	<ul style="list-style-type: none"> - Copy of certificate of completion, photo documentation of training, summary report in quarterly report, agenda. - Two staff will attend a total of 64 hours of training for fiscal year 2010.
1.4	Environmental Technician will attend "Solid Waste Association of North American (SWANA) Tribal Transfer Station" training	Solid Waste	\$1,000	12/15/09	<ul style="list-style-type: none"> - Copy of Environmental Technician's Transfer Station Operator Credential - Photo documentation of training, summary report in quarterly report. The environmental tech will attend 20 hours of training.
1.5	All staff will attend the "Annual EPA Tribal Environmental Conference"	Technical	\$5,000	11/01/09	<ul style="list-style-type: none"> - Report of all workshops attended by the staff at the Conference (included in quarterly report) - Photo documentation of conference

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2003-2008 EPA Strategic Plan

Goal X:

Objective X.X:

Sub-objective X.X.X: